



**PROGRAM ADMINISTRATOR,
CORRECTIONAL SCHOOL (SUPERVISORY)**
Final Filing Date: April 6, 2006

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority)

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: **or** **In person with:**
Department of Corrections and Rehabilitation **Department of Corrections and Rehabilitation**
Selection Services Section **Selection Services Section**
P.O. Box 942883 **1515 "S" Street, Room 522-N**
Sacramento, CA 94283-0001 **Sacramento, CA 95814**
(916) 322-2545 **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **April 6, 2006** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **June/July 2006**.

SALARY RANGE(S) **As of: January 25, 2006.**
\$7,037 - \$8,553

MINIMUM QUALIFICATIONS **Either I**
Experience: One year of experience in the California state service performing the duties of a class with a level of responsibility equivalent to a Supervisor of Academic Instruction (Correctional Facility); Captain, Youth Authority; Community Services Consultant; Supervising Casework Specialist I, Youth Authority; Business Manager II; Parole Agent II, Youth Authority (Specialist); or Parole Agent II, Youth Authority (Supervisor).

Or II
Experience: Two years experience in the California state service supervising a business service or administrative support function performing the duties of a class at a level of responsibility not less than that of a Senior Accounting Officer (Supervisor). (A business service or administrative support function is as follows: budgeting and accounting; personnel; physical plant building and grounds maintenance and operation; procurement, warehousing, and storekeeping of materials, clothing, and supplies; automotive pool; equipment and property control; institution industries, including laundry; or food service management.)

Or III
Experience: Three years of experience in an administrative, supervisory, or staff capacity in planning, organizing, and directing a program or major phase of a program for the treatment and training of youthful offenders. [Experience in the California state service applied toward this requirement must be performing duties of a class at a level of responsibility not less than that of a Parole Agent II, Youth Authority (Specialist).] (Graduate work in criminal justice, education, psychology, sociology, social work, business administration, or public administration may be substituted for not more than one year of the required experience on a year-for-year basis.); **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

MINIMUM
QUALIFICATIONS
(CONTINUED)

Special Personal Characteristics: Emotional maturity and stability; high moral standards; continuing satisfactory record as a law-abiding citizen; demonstrated leadership ability; tact; patience; reliability; respect for the dignity of individuals; empathy for and an objective understanding of the problems of youthful offenders in custody and a concern for their treatment and training; acceptance of the diverse racial, ethnic, and cultural groups represented by the youthful offenders in custody.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
1. Attitudes, problems, behavior, techniques, methods, and trends in the treatment and training of youthful offenders

2. Psychology of youthful offenders

3. Principles and practices in the administration of facilities for the treatment and training of youthful offenders

4. Laws and regulations governing State correctional institutions

5. Principles and methods used in the custody, supervision, discipline, and security of youthful offenders

6. Practices and techniques of recreation, academic, and vocational instruction as they relate to the training of youthful offenders

7. Principles and techniques of personnel management, organization, administration, and supervision

8. Administration of collective bargaining agreements and grievance handling

9. Principles and practices of the Department's labor-management relations policies

10. Public Safety Officers Procedural Bill of Rights Act

11. A supervisor's responsibility for promoting equal opportunity (EEO) in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment

12. Organization and functions of the California Department of Corrections and Rehabilitation (formerly the Youth Authority and Youthful Offender Parole Board)

13. Departmental and institutional policies, relative to the Ward Rights Program (DDMS and Ward Grievance Procedures)

14. Principles of staff development

15. Principles of budget preparation, fiscal control, and management

16. Principles, practices, and problems involved in managing the business management and administrative support functions of a large correctional institution
- B. **Ability to:**
1. Formulate programs for the treatment, training, custody, discipline, and welfare of youthful offenders and apply current principles, techniques, and trends in the development of a treatment program for youthful offenders

2. Interpret and apply laws and rules, policies, and procedures

3. Review youthful offender case histories and interpret contents to staff

4. Coordinate the custody and treatment programs

5. Work effectively with staff and youth from diverse racial, ethnic, and cultural backgrounds

6. Plan, direct, organize, and integrate the business management and administrative support functions within a State correctional facility

7. Analyze data and situations accurately, draw logical conclusions, and implement an effective course of action

8. Present ideas and information effectively

9. Establish and maintain priorities

10. Plan, organize, and direct the work of others

11. Inspire and elicit the respect and confidence of staff, youthful offenders, and the public

12. Train, evaluate, and discipline subordinate staff

13. Establish and maintain cooperative working relations with administrators and other staff members, public agencies, and professional groups

14. Effectively represent the Department's position on collective bargaining agreements

15. Interpret and apply collective bargaining agreements and effectively respond to employee grievances

16. Effectively promote EEO in employment and maintain a work environment that is free of discrimination and harassment

17. Recognize the benefits of volunteer services and develop meaningful ways to effectively involve volunteers in all aspects of the program

18. Learn electronic word and data processing systems for information input and retrieval

19. Think and act quickly and appropriately in emergencies

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list will be abolished **24** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Program Administrator, Correctional School (Supervisor)**, under direction, plans, organizes, coordinates, directs, monitors, and assesses programs for the care and treatment, custody and security, and safety and discipline of youthful offenders in the California Department of Corrections and Rehabilitation (CDCR) (formerly the Youth Authority) facilities with responsibility for: (a) a group of treatment teams within a large institution; or (b) multidisciplinary intensive treatment programs that provide medical/psychiatric services and intensive therapy to emotionally disturbed youths; or (c) a community-based residential facility or prerelease work/education program; or (2) plans, organizes, directs, monitors, and evaluates programs providing business management support services for a CDCR institution; or (3) as a staff specialist in the Institutions and Camps Branch headquarters office is responsible for a variety of program planning, development, coordination, evaluation, and liaison duties covering a broad spectrum of programs; or (4) as the administrator of the Youth Authority Training Center (YATC) plans, organizes, directs, monitors, and evaluates the training program and operations of the Center; and does other related work.

Positions are located throughout the state with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

SPECIAL
REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the Examination Application, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or

(2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or

(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.

Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections and Rehabilitations' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary.

SPECIAL REQUIREMENTS (CONTINUED)	<p>Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.</p> <p>Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.</p> <p>High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.</p>
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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS